



USAID
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DEMOCRATIC REPUBLIC OF CONGO

Reference No.: AID-15-16

Position/Salary Range: Monitoring and Evaluation Specialist; FSN-10
Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage

Open To: All DRC citizens

Location: USAID/Democratic Republic of Congo
Kinshasa, DRC

Opening: June 9, 2015

Closing: June 29, 2015

Work Hours: Full-Time; 40 hours/week

USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.

Working experience in an area related to development and completion of a university degree, fluency in English and French (Level IV) both in oral and written communication, are requirements for this position.

Basic Function of Position:

The Monitoring and Evaluation (M&E) Specialist will have the primary responsibility of providing the USAID program office and other USAID offices with support in the monitoring, evaluation and impact analysis of USAID's program in the Democratic Republic of the Congo.

Major Duties and Responsibilities:

Monitoring & Evaluation (M&E)

1. Collaborate with USAID staff and USAID implementing partners to develop a detailed Mission-wide performance monitoring plan that will ensure that program activities contribute to the overall goals of the Mission and its programs. The plan will include U.S. Government standard indicators that can easily be used to help measure the program's contribution at the community level and demonstrate regional and national impact. Use community-level appropriate qualitative and quantitative research methods to measure the program indicators.
2. Oversee Mission M&E efforts. This includes, leading the Mission M&E Working Group, supporting technical offices in day to day M&E efforts, and conducting due diligence checks and ensuring quality of data quality assessment and monitoring reports.
3. Guide USAID/DRC technical staff through the process of setting overall program targets and indicators to be used in project development, planning, and reporting exercises that will be later used to measure the results and outcomes of specific programs in targeted communities.
4. Collaborate and coordinate with USAID staff and implementing partners in Kinshasa and in the field in collecting, analyzing and synthesizing quality information and data generated by grantee reports, field visits, and other means;
5. Oversee the implementation of the performance monitoring plan in collaboration and coordination with the Program Office and USAID/DRC technical staff to ensure that activities take place as intended and in a timely and effective manner;
6. Collaborate closely with Program Office staff to gather, maintain, and update information on results and lessons learned for performance reporting and communications and outreach purposes.

7. Support and assist the Program Office in gathering updated information on the country's political and social situation as it relates to USAID goals and program objectives;
8. Track and ensure that cross cutting issues (i.e. gender, youth) are adequately reported by suggesting appropriate indicators in Mission planning and reporting documents, in overall program monitoring and evaluation plans, and in individual implementing partner workplans.
9. Ensure that monitoring and evaluation findings are effectively and efficiently shared with the USAID/DRC Program Office and technical staff to ensure that appropriate and timely responses and/or actions are made to improve program implementation.
10. Train USAID/DRC technical staff on tools and resources necessary to monitor and evaluate projects through analysis of partner workplans and quarterly reports, field visits, and other means.

Information Management

11. Maintain appropriate documentation about USAID programs and activities and expected results to be used for program planning and reporting processes.
12. Analyze planning and reporting documents for program impact and make recommendations for suggested indicators and revisions of annual targets.
13. Collaborate with Government of the DRC (GDRC) officials, including the Ministry of Plan to provide the GDRC with appropriate and timely information about USAID programs in the DRC.
14. Participate in GDRC-led Thematic Groups on topics relevant to USAID programs and share information about USAID programs when appropriate and relevant.
15. Collaborate with Program Office and USAID technical staff in preparing the annual Operational Plan and Performance Report.
16. Gather/provide other information and reports as required.

Program Development

17. Collaborate with Program Office and technical staff in the project planning cycle, including analyzing baseline data, setting life of project targets and indicators in new project designs, participating in post-award meetings to discuss monitoring and evaluation, and analyzing individual partner work plans and monitoring and evaluation plans.
18. Collaborate with the USAID technical staff to ensure that implementing partner activities are in line with the overall program and project objectives.
19. Collaborate with the USAID/DRC technical teams and implementing partners to develop tools and checklists that facilitate project management and program oversight, particularly for data quality analysis, documentation of project monitoring visits, and presentation of feedback to partners.
20. Collaborate with the Program Office and technical staff on the selection of new implementing partners through serving in Technical Evaluation Committees.

Other

21. In addition to the above tasks the Monitoring and Evaluation Specialist should be prepared to travel extensively throughout the country to support USAID project monitoring visits. In addition, s/he should be prepared to undertake other appropriate duties as assigned by the USAID Program Officer.

Education: A university degree.

Prior Work Experience:

A minimum of three (3) years' experience in an area related to development. Experience working with an international NGO or other international organization or government is preferred. Particularly in a role that included monitoring and evaluation responsibilities

Language Proficiency:

Fluency in spoken and written French and English is essential.

Knowledge:

Must have prior experience in designing and implementing monitoring and evaluation activities and in community development, as well as in preparing documents and reports. Computer literacy (word, excel, access and use of the internet).

Evaluation Criteria and Weights:

1. Education/Weighted 15% based on initial application review;
2. English Language Skills/Weighted 10% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 25% based on application review and interview;
4. Knowledge/Weighted 25% based on written assessment and interview; and
5. Skills and Abilities/Weighted 25% based on written assessment and interview.

How the selection will be made:

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Compensation:

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and fluency in French and English requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

A complete application package consists of the following:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](http://kinshasa.usembassy.gov/opportunities/jobs.html). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (**AID-15-16**) and the Title of the Position(s) for which you are applying (**Monitoring and Evaluation Specialist**).

Submit the complete application package via email, to usaidhrkinshasa@usaid.gov

Failure to comply with these instructions may result in your application being considered “non responsive” and eliminated from further consideration.

Point of Contact:

Sandra Kiyanga: skiyanga@usaid.gov

Only short-listed candidates will be acknowledged.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

Closing date for this position:

The U.S. Mission in the Democratic Republic of the Congo provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.